

DELETIONS

- DELETE BACK SPACE Delete character to left of cursor
- DELETE BACK SPACE Delete character above cursor
- SHIFT DELETE BACK SPACE Delete to end of line
- SELECT DELETE BACK SPACE Delete to end of file
- START INSERT Restore last deleted text

TEXT BLOCKS

- CTRL X Place at before and after text block
- OPTION DELETE BACK SPACE Delete block
- OPTION D Duplicate block at position
- OPTION M Move block to this location

PRINT PREVIEW

- OPTION P Print preview (from edit mode)
- START Return to edit/create mode
- OPTION ← Move cursor 28 spaces left
- OPTION → Move cursor 28 spaces right
- RETURN Move cursor to left margin

EDITING

- CTRL C At start of line and RETURN after to center text
- CTRL C CTRL C At start of line and RETURN after to block text right
- ESC Return to menu
- SELECT T Before superscripts and SELECT L after
- SELECT J Before subscripts and SELECT T after
- OPTION F Free memory check

KEYBOARD TEMPLATE
ATARIWRITER
800 and XL Series

DOUBLE COLUMN

- CTRL M Left margin of second column
- CTRL N Right margin of second column

SEARCH and REPLACE

- SELECT S Follow prompts
- BREAK End search

CHAPTER OR SECTION HEADING

- SELECT H Followed by starting number where you want section number in text. For chapter heading use 0

FILE LINKS

- CTRL V Chain files while printing use at end of file then "On FILENAME:XXX" and RETURN
- OPTION L Merge files at cursor
- Follow prompts

UNDERLINING

- Before or After new text to be underlined
- CTRL U Place before and after text to underline or remove underline

CURSOR MOVES IN PRINT PREVIEW

- OPTION → Move left 28 spaces
- OPTION ← Move right 28 spaces
- RETURN → Move to left margin

CURSOR MOVES

- CTRL ↑ Move up one line
- CTRL ↓ Move down one line
- CTRL → Move right one space
- CTRL ← Move left one space
- SELECT T Move to top of file
- SELECT B Move to bottom of file
- OPTION ↑ Move up one screen
- OPTION ↓ Move down one screen
- CTRL A Move to beginning of line
- CTRL Z Move to end of line
- TAB Move to next tab stop

CASE

- SHIFT CAPS All upper in new text
- CAPS LOWER Lower and upper in new text
- CTRL CAPS LOWER Change text to opposite case

MAIN MENU

- C Create a new text file
- D Erase a file stored on disk
- E Make changes in a file in memory
- F Prepare a disk for files storage (erases all files on this disk)
- I Lists files from disk (space bar stops and starts scrolling)
- L Load from disk (On FILENAME: xxx) or cassette (C)
- P Print file in memory
- S Save file to disk (On FILENAME: xxx) or Cassette (C)

PAGE FORMAT
(defaults given)

- B 12 D 4 G 1 I 5 J 0 L 10 R 70 S 2 T 12 Y 132
- CTRL B Bottom margin in 1/2 lines
- CTRL D Paragraph line spaces in blank 1/2 lines
- CTRL G Print style (1 = 10cpi, 2 = condensed 3 = proportional)
- CTRL I Paragraph indent in spaces
- CTRL J Justification 0 = off, 1 = on
- CTRL L Left margin in spaces
- CTRL R Right margin in spaces
- CTRL S Line spacing in 1/2 lines
- CTRL T Top margin in 1/2 lines
- CTRL Y Page length in 1/2 lines

HEADERS FOOTERS & NUMBERING

- CTRL H Before text then RETURN for header
- CTRL F Before text then RETURN for footer
- @ or SHIFT 8 For page number in header or footer
- CTRL Q After RETURN of header or footer then page number to start with number other than 1

TABS

- CTRL TAB Clear tab stops
- SELECT TAB Set tab stop
- CTRL P New paragraph indent
- RETURN End paragraph

PRINTER

- CTRL E Forced end of page
- CTRL W Wait after printing each page
- RETURN Print next page
- BREAK Quit printing
- CTRL O Followed by decimal control code to printer, control O precedes each number
- SELECT E Before and after text for elongated print
- OPTION INSERT For each blank to be filled in at time of printing then RETURN